

Job Description

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| Title: | Head of Finance |
| Responsible to: | Chief Executive and Deputy Chief Executive |
| Location | London NW3 |
| Responsible for | People: Finance Manager x 1, Finance Officer x 2, (interim Systems Accountant x 1) |
| Key Working Relationships: | Relationship Management with Leadership Team members and other managers; Relationship management with finance third party suppliers in countries; World Board and Audit, Finance & Risk Committee; Executive team, Head of Departments. |

About Us:

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Free to make what they want from the Movement, girls learn by doing, make friends and have fun. In safe, local spaces, girls develop the skills and attitudes to change themselves, their communities and our world.

The World Association of Girl Guides and Girl Scouts (WAGGGS) keeps the global Movement thriving, united and growing.

This role operates within the context of a volunteer-led global charitable organisation with 152 Member Organisations.

Job Purpose:

To ensure the finances of WAGGGS are managed efficiently and properly, in accordance with highest standards of good practice in the charity sector, and that its financial obligations in the UK and overseas are met efficiently, complying with all financial and statutory requirements.

To maximize the impact of WAGGGS's financial resources and finance function enabling WAGGGS to deliver high quality services and programmes, which meet the needs of internal and external stakeholders.

- Build the Finance function to deliver exceptional finance services to WAGGGS's teams with a clear focus on continuous improvement, problem solving and development, ensuring a high level of performance with a customer focus.
- Act as a strategic financial adviser to the Leadership and Senior Management Team, providing sound advice, guidance and information on organisational performance, risks and opportunities.
- Take overall responsibility for preparation of management reporting, annual accounts and audit matters to ensure compliance with statutory requirements, donor reporting and governance structures.

Job Description

- Work closely with and direct financial operations, including via outsourced third party suppliers, for WAGGGS entities and offices in 5 countries – India, Belgium, Switzerland, UK, Mexico.

The Head of Finance will be a high performing, professionally qualified individual with Senior Management experience who can lead WAGGGS's finance function and deliver its finance strategy, providing and continuously improving financial plans, systems, procedures and practices. This individual is a collaborative, dynamic finance professional, technically sound, commercially savvy and an advocate of business partnering.

This individual will build the Finance function to deliver exceptional finance services to WAGGGS's teams. They will provide effective leadership encouragement and mentorship to the team so that it serves both internal and external stakeholders efficiently and effectively.

Key responsibilities:

Finance Control and Reporting

- Lead the Finance team to deliver timely, high quality finance support across the organisation, including ensuring:
 - Provision of timely and accurate financial information, analysis, and insight across the global organisation, including income, expenditure, balance sheet, cash flow and budget holder information.
 - Provision of high quality, customer-focused advice and support to budget managers and others with financial responsibilities within WAGGGS
 - Proper recording of, and accounting for, income and expenditure in compliance with WAGGGSs' accounting policies, the Charity SORP and other regulations and statutory requirements.
 - Review, development and provision of global financial management information, analysis, processes, and systems.
- Deliver efficient and effective financial processes and controls, including income processing (including gift aid), purchase-to-pay, general ledger, fixed assets, payroll and multi-currency cash management.
- Manage the annual closing of accounts, year-end audit process and preparation of the statutory financial statements for the group including managing the relationship with WAGGGS's external auditors.
 - To review all control accounts, reconciliations, provisions and write-offs to ensure that provisions and write offs have been correctly authorised. This includes agreeing all year-end intercompany balances.
 - To review all prepayments (including accrued income) and accruals (including deferred income) to ensure they are complete and accurate.
 - To establish and document all year-end journals and procedures to ensure no omissions.

Job Description

- Be responsible for WAGGGS's day-to-day banking arrangements. This includes ensuring the effective management of WAGGGS's cash flows so that all entities have sufficient cash on hand to meet their requirements at all times.
- Work in partnership with the Senior Management Team to ensure effective income tracking and cost management, including grant applications and reporting, cost recovery and return on investment.
- To ensure the Finance team can service budget holders, senior management, trustees and donors with all reasonable requests in a timely manner (e.g. ad hoc reporting, or a request for a new credit card).
- Be responsible for ensuing financial regulatory returns and submissions are delivered within deadlines and manage all aspects of tax and PAYE compliance for the group in partnership with HR.

Change project

- Through rigorous interrogation and leadership complete the transformation of WAGGGS's finance function, establishing a team and a set of systems, processes and tools which are fit for purpose, accessible and trusted by the whole organisation, including:
 - ensuring the team is the right size, composition and has the relevant skills to deliver against the organisational needs.
 - ensuring Iris Financials (accounting software – previously called PS Financials) is set up, structured and working effectively for all staff
 - ensuring processes are efficient, effective, robust and contain appropriate financial controls.
- Drive forward the development of financial controls, management systems and budgeting processes focusing on proactively supporting managers in budget preparation and control, understanding of reporting obligations, and monitoring and challenging of expenditure.
- Oversee the management and development of the finance systems controlled from the World Bureau and maximise value from system capabilities. Provide advice and support as required for other entities within the group in respect of the operation of their financial accounting systems as required, and ensure processes are in place to deliver timely and accurate consolidation of global results.

Leadership and Team Management

- Leadership, coaching and development of the UK-based Finance team. Support and coaching for Finance staff based overseas.
- Lead and develop the Finance team by providing coaching and training, clear objectives setting, and regular feedback, in line with WAGGGS policies and procedures, to drive strong engagement and delivery.

Job Description

- Manage the work and the relationships with remote teams and outsourced third party suppliers in multiple countries to ensure compliance with WAGGGS policies and procedures.

Governance and Key stakeholders

- Prepare, organise and support meetings of the WAGGGS Audit, Finance and Risk (AFR) Committee, including creating all necessary reports and presentations and timely delivery of action items. Attend World Board and other Committees as required. Attend the World Conference and other forums as required.
- Liaise with professional advisers as appropriate, ensuring compliance with statutory bodies' requirements such as those of the Charity Commission and HMRC, and be responsible for any issues arising under charities financial regulation.
- Oversee WAGGGS investment portfolio working alongside our Investment Committee.
- Act as an ambassador on behalf of WAGGGS, creating opportunities to enhance WAGGGS's external profile and reputation amongst key audiences and pursue strategic alliances in line with corporate and business plan objectives.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Person Specification

| Area: | Essential: | Desirable: |
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| Qualifications: | <ul style="list-style-type: none"> • Qualified professional accountant and current member of an accountancy institute/body that is recognised in the UK with significant demonstrable post-qualification experience • Management qualification or qualification by skills/experience • Excellent standard of English | |
| Experience: | <ul style="list-style-type: none"> • Experience as a Chief Financial Officer or similar role and seniority providing strategic financial advice. • Substantial demonstrable experience delivering 'turnarounds' of finance teams (preferably international charities) • Substantial relevant professional experience within a finance function, providing and presenting insightful financial information and commercial analysis to influence leaders across an organisation. • Experience in the UK charitable sector. • Development, implementation and monitoring of financial processes and internal controls, including process improvement and systems implementation. • Experience of preparing monthly accounts, forecasts, and management information to a tight deadline. • Experience of working with staff across cross functional teams. • Experience of driving change across complex multi country (multi-currency) organisations. • Experience managing an investment portfolio. | <ul style="list-style-type: none"> • Experience working in a UK based international charity. |
| Skills and Knowledge: | <ul style="list-style-type: none"> • Strong technical knowledge of the Charity SORP. • Financial accounting software and preparation of statutory accounts. • Ability to build and maintain relationships with third parties. • A track record of problem solving. | <ul style="list-style-type: none"> • Experience working with PS Financials accounting software. |

Person Specification

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| | <ul style="list-style-type: none"> • Ability to deliver under pressure while maintaining full integrity of actions and high quality of output. • Analyse and present complex information in a relevant and comprehensible way, including interpreting accounting data for non-accountants. • Excellent organisational skills with good end-to-end project management skills and ability to prioritise multiple tasks. • Excellent written and verbal communication, MS Office skills (advanced capability with Excel required). | |
| Personal Qualities: | <ul style="list-style-type: none"> • Dynamic leader while being a pro-active team player. • Ability to inspire, coach and develop financial skills in colleagues. • Excellent attention to detail. • Able to work on own initiative and establish priorities. • Creative approach to work. • Able to work in a fast-changing environment. | |
| Other Requirements: | <ul style="list-style-type: none"> • Fluent in spoken and written English. • Occasional work outside regular office hours. | <ul style="list-style-type: none"> • Language skills, in particular French, Spanish or Arabic. |
| Working for WAGGGS: | <ul style="list-style-type: none"> • Able to demonstrate a commitment to and be a role model for WAGGGS's organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. • A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background. | |

Special Notes:

Person Specification

Applicants must have the right to work in the UK.